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# Terms of Reference

# Developing an Energy Efficient Urban Transport Plan

## Background

*<Description of the initiative, rationale for the project, city characteristics, problems associated with transportation activity, aims of the project.>*

## Objective

The main objectives of this TOR are, to:

1. Develop a detailed energy efficient mobility plan, identifying specific projects, for the [city] downtown area, and
2. Develop a plan for easy access to the rail terminal using an efficient public bus transportation system in the city.

## Scope and Content of Work

To meet the above objective the firm will carry out the following tasks:

Task 1: Inception mission and data collection

The consulting firm will organize an inception mission in 4 weeks after signing the contract. The purpose of the inception mission will be to meet with the [city] and [donor] teams to review their work plan, schedule, and planned outputs and agree with all parties on the work to be done, data needs, etc.

The inception mission would allow the firm to meet with city officials and other stakeholders to discuss key opportunities, constraints, and options to make urban mobility energy efficient. These should include, at a minimum, the [transport regulatory commission], [municipality transport planning department], [ministries in charge of transport and environment], and [ministry in charge of public works and housing]. Allocation of data reporting and collection responsibilities would be agreed between the city staff and international/local consulting team.

The following activities are envisaged to address the project objectives:

* Collect the required data to analyze urban transport energy demand (both public and private) and establish a baseline of the carbon emissions for the [city] in the context of current urban population and also for the needs of those who are yet to join the urban population until [year] as per the city master plan.
* Assess existing public transport infrastructure and forecast requirement in the short and long term. Estimate the contribution of GHG emissions from public bus transport.
* Collect the required data to enable an analysis of travel patterns in the downtown area and make projections of such travel till 2020, to the new public transport terminal. Assess the public transport infrastructure needs to address easy access and mobility.
* Examine the relevance of the key transport demand management (TDM) strategies such as fuel pricing, vehicle taxation, controls on parking, traffic restraint measures, etc. and its applicability in the local situation.
* Identify a phased program of investments.

Task 2: Submit an Inception Report

The consulting firm will need to submit an Inception Report in 4 weeks after completing the inception mission laying out the issues and options for the city in terms of meeting their transport needs. The report should summarize the key city characteristics, critical transport-relevant data and projections, trends and summarize the most viable approaches and mechanisms that would be taken into account in developing the final report.

Task 3: Submit an Interim Report

The consulting firm will need to submit an interim report in 18 weeks from the project start date that would be used only to ensure that the consultant is on the right track so that it does not have to re-do a large part of the work that it has already done. This would be submitted after the surveys and data collection phase is over, at which time the consultant would also have a reasonably good idea of the possible measures required. This report would highlight some early findings and initial recommendations.

Task 4: Submit a Draft Final Report

The consulting firm will submit a draft final report in 32 weeks from the project start date that which should inter-alia, covering the following:

* An overall mobility vision for [city] at the downtown area.
* Specific measures that integrate land use and transport planning – these will be used as inputs to the master that is scheduled to be prepared by the [ministry in charge of municipal affairs].
* Measures that would help greater use of non-motorized modes of travel like walking and cycling.
* Measures that would help greater use of public transport.
* Measures that would help reduce the energy consumption, emissions and carbon footprint from the transport sector, including an analysis of the energy and emissions saving potential of the proposed measures.
* Measures that would help reduce traffic congestion and also reduce the use of personal vehicles.
* An overall plan for public transport including different sub-systems.
* Suggestions with regard to specific public transport infrastructure, including the most practical locations for such infrastructure.
* Measures that would contribute to the [city] light railway project.
* Regulatory reforms and changes that need to be made to realize the overall goals being sought from improved transportation in the region.
* Institutional reforms, if any, that needs to be undertaken.
* Measures that would contribute to the capacity building of the municipality in providing efficient transport services, including a capacity building plan.

Task 5: Presentation to the Project Management Team

The consulting firm would be required to hold a workshop in [city] to present and discuss the findings findings/recommendations to the project management team. Based on discussions at the workshop, with [city] officials and [donors], agreement would be reached on any modifications or enhancements to the report.

Task 6: Draft final report

Based on the feedback and agreements reached, the consulting firm would then prepare a final report.

## DELIVERABLES and SCHEDULE

The table below presents the key deliverables of the assignment and their expected time of completion.

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| Deliverables | Expected time of completion from signing of the contract |
| Inception mission | 4 weeks after contract signing |
| Inception Report | 8 weeks |
| Interim report | 18 weeks |
| Draft final report | 32 weeks |
| Presentation to the project management team | 34 weeks |
| Final report | 36 weeks |

1. **LEVEL of EFFORT**

The level of effort will be determined by the bidding firms based on the TOR. However, it is estimated that the assignment would require about 150 person-days, with about two-thirds for local consultants. While the team composition will be up to the bidder to propose, key personnel and/or skills expected to be included are a Team Leader, Urban Transport Planner, as well as Energy and Environment Specialist and an institutional specialist. It is expected that data collection, logistics, translation, etc. would be performed by local consultants.

## METHOD of PROCUREMENT

A suitable competitive procurement method for firm selection will be done. Expressions of interest will be solicited, a short-list developed, and those short-listed firms will be invited to submit technical and financial proposals based on these TOR.

## SELECTION CRITERIA

This request for proposal is being sent only to the shortlisted bidders. Proposals are expected to contain the following:

*  Proposed approach to the assignment and outline of the work plan.
*  CVs of key personnel proposed to be deployed.
*  Financial quote.

Technical evaluation will be based on the following:

*  Evaluation of the proposed approach to the assignment – 40 marks
*  Evaluation of the CVs of the key personnel – 40 marks
*  Relevant experience of the consulting firm – 20 marks

Financial evaluation will be based on the price bid.

Overall selection will be a composite technical and price evaluation with 75% weightage for technical evaluation and 25% for the financial evaluation.

## FIRMs’ QUALIFICATIONS and EXPERIENCE

The consulting firm should have a minimum of 8 years of relevant work experience on energy efficient/urban transport, preferably with relevant experience in [country] and/or [region].

## IMPLEMENTATION ARRANGEMENTS

The [city] municipality will establish a project management team. The assignment will be supervised by a steering committee comprising of the Mayor, local and regional development Director of the [ministry in charge of municipal affairs] and Secretary General of the [ministry in charge of municipal affairs].

The project management team is expected to facilitate workshops/meetings during field trips to interview relevant city officials and stakeholders. It should also provide the selected consultant firm with basic data on the urban transport issues.

The overall contract will be managed by [donors]. As such, the [donor] will likely participate in the Inception mission and relevant workshops and will be primarily responsible for reviewing and approving the consultant deliverables. The [donor] will interact with the consultant on a regular basis to ensure that the schedule of activities listed in the above table is fully adhered to by the consultant and feedback mechanisms with the [city] team are in place to ensure that the assignment has been successfully implemented. The consultant should assume primary responsibility for arranging its own meetings, mission schedule, workshops, etc. with its local team but do so in close concert with the [donor] and the [city] project management team.

The consultant firm will not be provided with work space and any other facilities. No transport and any other arrangements will be provided to the consultant.